

ADMINISTRATIVE - INTERNAL USE ONLY

23 August 1972

MEMORANDUM FOR: DDI Security Officer


SUBJECT: Internal Control Markings

REFERENCE:



July Note to
same subject

STAT

1. A redefinition of CIA Internal Use Only and/or Administrative Internal Use Only control markings would be useful. However, having reread Executive Order 11652, the NSC implementing directive, and  I think this is going to be a difficult thing to do. Only a security classification may be used to protect national security information against unauthorized disclosure. Special measures may be imposed with respect to access, distribution, and protection of classified information but nothing is said about protecting unclassified information. These controls may only be used to limit dissemination. I do not believe they could be used to avoid release upon public request. Violations are presumably subject only to internal discipline.

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2. These considerations aside, which OGC may determine are not a problem, our concerns are that:

a. The new procedures should describe CIA Internal Use Only as a dissemination control which may be used with classified or unclassified reports whose dissemination should be limited to fully cleared (not full time) Agency employees. CRS has a considerable number of fully cleared part-time employees fully integrated into its information processing systems. The use of part-time employees is likely to grow.

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b. The new procedures should require that unclassified papers bearing these dissemination controls be protected, stored, and transmitted in the same manner as Confidential documents. The reference to lock and key adds a new set of procedures which should be avoided if possible.

c. It should be stated clearly that if classified information is included in a paper with these dissemination controls, the paper must be appropriately classified. The dissemination controls are not an adequate substitute for classification.

d. The reference to reserve personnel should specify military reserve personnel.

3. Assuming that the CIA Internal Use Only marking can be redefined to cover other than national security information, it will not guarantee that a paper with this control marking can be kept in-house, but it will reduce the probability of external access.


Acting Director
Central Reference Service

STAT

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27 July 1972

Hal,

1. An increasing number of offices are using the control marking "Administrative - Internal Use Only" as the only available control marking authorized for use on documents not classified and limited to distribution within CIA. This practice has caused considerable alarm in the Plans Directorate, especially when components outside this directorate use the control marking on documents that affect the Plans Directorate. For example, the Office of Personnel publishes periodically Agency retirement lists which include employees of the Plans Directorate who [redacted] should not be revealed in such a document. The Intelligence Directorate has also published documents with the control marking "Administrative - Internal Use Only" that affect the Plans Directorate. And as you know, some Agency regulatory issuances also bear this control marking. The standard Agency format for Agency regulatory issuances for both headquarters and field is the culprit here.

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2. To solve the problem of controlling documents that should not be classified, but should be controlled for use only within CIA, the control marking presently authorized for this purpose must be clarified. In this connection I believe we have two options:

- (a) Use the control marking "CIA Internal Use Only" on all unclassified documents that are to be circulated only within the Agency and treated and stored as sensitive material. This would require redrafting the present definition of this control marking. To do this would probably require the approval of the Intelligence Directorate as it was this directorate that originated this control marking. The definition of this control marking could be rephrased so that it could be on either classified or unclassified documents, and used for administrative as well as intelligence information. This could result in the elimination of the control marking "Administrative - Internal Use Only." "CIA Internal Use Only" has the further advantage of being more descriptive.
- (b) Continue with the control marking "Administrative - Internal Use Only" on documents not classified, but redefine the control marking to meet the condition stated in (a) above. The only disadvantage I see with the continued use of the "Administrative - Internal Use Only," after it has been redefined, is that the term itself is meaningless or is misleading to the average reader.

3. To satisfy the requirement of all interested parties, I believe that option (a) is the most desirable. The term "CIA Internal Use Only" is descriptive of the intent, it eliminates one control marking "Administrative - Internal Use Only," and it has a wider range of application.

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4. Whatever control marking is decided on, regulatory issuances that have no classification or a control marking must not be published in the standard Agency format. This applies to regulations, handbooks, notices; and it may apply to employee bulletins. It may also apply to formats not within the regulatory system.

5. Just in case the decision is made to use "CIA Internal Use Only" in lieu of "Administrative - Internal Use Only," the following language is proposed as a new definition of "CIA Internal Use Only."

"CIA Internal Use Only" - This control marking may be used for information which if disclosed would violate existing Agency policy regarding the protection of intelligence, intelligence sources and methods, intelligence information, or the methods for supporting intelligence operations. It may be used alone or in conjunction with a security classification. Documents with this marking may be released only to full-time Agency employees, and are not to be disseminated to consultants, external projects, or reserve personnel on short-term active duty unless permission of the originating office is obtained. Unclassified documents with this control marking will be stored under lock and key and only in Agency buildings.

6. Should the decision be made not to use the new definition of "CIA Internal Use Only," but to continue to use the control marking "Administrative - Internal Use Only," then I believe the following new definition of "Administrative - Internal Use Only" should be used.

"Administrative - Internal Use Only" - This control marking may be used for unclassified administrative information that is not to be released outside of CIA. Employees may not remove documents bearing this control marking from Agency offices. Additionally, documents bearing this marking will be kept under lock and key in Agency buildings.

7. For further information on the storage of classified and controlled material, see STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Internal Control Markings/CIA Internal Use Only

FROM:

Security Officer, DDI

EXTENSION

NO.

DATE

25 August 1972

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Ch, Exec Staff, O/DDI

2.

3. Ch, Regs Control Br
Attn:
712 Mag

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1. Attached per our discussion are AD/CRS' thoughts re proposal to rSTAT define "CIA Internal Use Only". My only comment is that the storage of control-marked unclassified docs is already covered in thus STAT rather than describe storage and locking equipment, the proposed notice should say something to the effect that, "unclassified documents with this control marking will be kept in storage facilities as prescribed by the Director of Security in STAT

STAT